

CITY OF HAYWARD

SENIOR COMMUNITY PRESERVATION INSPECTOR

DEFINITION

Under the direction of the Neighborhood and Economic Development Manager, supervises and trains Community Preservation Inspectors in the enforcement of the community preservation, zoning, sign, weed and debris abatement and other ordinances, permit conditions of approval and policies related to the elimination of land use and property maintenance violations on private property.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Neighborhood and Economic Development Manager. Provide direct and indirect supervision to Community Preservation Inspectors and support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs work of the Community Preservation section of the Neighborhood and Economic Development Division.
2. Provides direction, training and evaluation of Community Preservation Inspectors.
3. Reviews and monitors difficult or unusual land use problems with Community Preservation Inspectors to determine appropriate investigative approach and case resolution.
4. Assists violators, staff and complainants in resolving code violations or neighborhood problems.
5. Works with and/or makes oral presentations to business owners and operators and community groups, as necessary to enhance and preserve the quality of neighborhoods through educational and code enforcement efforts.
6. Conducts field surveys and inspections of private property to ascertain whether the property is in violation of property maintenance or land use regulations, and brings property into compliance where required, including initiating abatement procedures.

ESSENTIAL DUTIES (continued):

7. Develops procedures and maintains records to facilitate and improve code enforcement effectiveness and tracking of cases.
8. Acts as appeals officer in appeals of notice of violation or abatement.
9. Establishes and monitors contracts with abatement contractors.
10. Assists in lien hearing process.
11. Works with other city and outside agency personnel in identifying and abating nuisances and code violations.
12. Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Courtroom, citation and abatement procedures.
- B. Code enforcement principles, practices, procedures and techniques.
- C. Land use and zoning concepts.
- D. Negotiation and conflict resolution and techniques.

Ability to:

- E. Direct, train and supervise technical and clerical staff.
- F. Communicate clearly and concisely orally and in writing.
- G. Interpret, apply and clearly explain codes, policies and regulations to the general public and other staff.
- H. Work independently with little direction.
- I. Effectively organize, direct and coordinate the activities of the program.
- J. Devise solutions to difficult enforcement problems.
- K. Work on Saturday.

EXPERIENCE AND EDUCATION

Experience:

Four years of full-time experience as a code enforcement officer for a public agency. One year of lead or supervisory experience is desirable.

Education:

Equivalent to completion of the twelfth grade. A Bachelor's Degree in geography, public administration, history, political science, law enforcement, or a related field is highly desirable.

Licenses and Certificates:

Possession of a Class C California Drivers License, certification by CACEO or similar organization as a certified code enforcement officer is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following abilities: ability to work at inspection sites; perform various physical activities on a continuous basis including sitting, standing and walking.

PROBATIONARY PERIOD: One year

620CS99

October 1989

Revised July 1999

AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt